

### Terms of Reference for Committees

The terms of reference for Council Committees are included in the West Suffolk Council Constitution, Part 3b, section 2: "Responsibility for Council (non-executive) Functions"

This is available at [Part 3 - Section 2 - Responsibility for Council Non Executive Functions April 2021.pdf \(westsuffolk.gov.uk\)](#) or available from the Democratic Services team at West Suffolk Council.

Within Report number: **AGM/WS/21/001**, Council is requested to recommend approval of:

The committees and sub-committees for 2021 to 2022 in accordance with the number of seats and terms of reference, as contained in Appendix C of Report number: AGM/WS/21/001

As such, this Appendix C requests Council to:

- Approve the number of seats and terms of reference as contained in Part 3b, section 2 of the Constitution with the following amendment:
  - **To increase the membership of the Performance and Audit Scrutiny Committee to a total of 13 members.**

This amendment is being proposed following careful consideration of principle 4 of the rules on calculating political balance, with respect to the overall distribution of seats on politically balanced meetings, and consultation with the group leaders. Whilst recognising there are a range of potential solutions, by increasing the total membership on the Performance and Audit Scrutiny Committee, there is a more equitable distribution of seats overall without requiring specific groups to relinquish seats on the non-ordinary (non-decision making) committees.